Cassia County Board of Commissioners
SPECIAL MEETING MINUTES
Tuesday, October 13, 2026

Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318

9:00 AM

The Cassia County Board of Commissioners met today at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

ACTION AGENDA ITEMS

1) 9:07 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:09 AM Roll call

Roll Call.

Present: Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, Cally Velasquez - Deputy Clerk (Not voting)

4) 9:09 AM Calendar, meetings, committee reports, and correspondence were reviewed.
   a) Beck requested that on the days when Mr. Driscoll gives his Veterans Service Office report, a volunteer veteran lead the Pledge of Allegiance for the meeting.

9:11 AM Mr. McMurray entered the meeting.

5) 9:17 AM Approve payables for 10/13/2026

9:17 AM **Motion and Action:** Approve payables in the amount of $174,872.57 for FY2026 as presented on 10/13/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:21 AM **Motion and Action:** Approve payables in the amount of $410,782.39 for FY2027 as presented on 10/13/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 10:43 AM Approve minutes from 9/28 and 10/5

10:43 AM **Motion and Action:** Approve minutes from 9/28/2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10:44 AM **Motion and Action:** Approve minutes from 10/5/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 10:44 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

Instrument # 2026004110
BURLEY, CASSIA, IDAHO
10-19-2026 10:45:40 AM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

10:44 AM **Motion and Action:** Approve Clerk's Office recommendations to approve three junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 10:45 AM Personnel Matters - Change of Status Request
   a) Misdemeanor Probation - Amber Prewitt - Misdemeanor/Juvenile Probation Officer - 1st Lt. - cost of living

10:46 AM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9) 11:07 AM Executive Sessions

11:07 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues and Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

11:27 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 10:47 AM Consider request for monthly prayer group

11:06 AM **Motion and Action:** Approve the request from MDAV Ministries to hold a prayer group as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 10:56 AM Approve IAC billing invoice for FY2027

11:03 AM **Motion and Action:** Approve the IAC billing invoice for FY2027 in the amount of $24,717.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

12) 9:22 AM Reports from VSO - Driscoll
   a) Driscoll reported adding 18 new veterans for the month of September. He also spoke about their annual Thanksgiving and Christmas food box donations coming up again.
13) 9:36 AM Consider and approve trade-in and purchase of two ATVs for the Noxious Weed & Pest Dept.
   a) Ottley reviewed three bids he received from Actions Cycles and Sleds and Let's Ride. He requested approval to trade in a 2017 Can-Am ATV in the amount of $1,800.00 towards the purchase of two ATVs for a total of $16,022.00

9:42 AM **Motion and Action:** Approve purchase of two four-wheelers for the amount of $16,022.00 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:44 AM **Reworded Motion and Action:** Allow the Weed & Pest department to purchase two new four-wheelers for $16,022.00, including trading in one 2017 four-wheeler for $1,800.00, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 9:45 AM County Flu Shot Clinic - Adams

9:47 AM **Motion and Action:** Approve sending out the flyer and announcement of the flu shots as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:47 AM Treasurer's Annual Settlement of Accounts per IC §31-2112
    a) Treasurer Greener reported all funds balanced as of the end of September 30th. FY2026 year-to-date interest on general fund investments was $415,109.62. Interest on PILT funds YTD for FY2026 is $493,115.46. Total investments, including dedicated funds is $1,328,953.48.
16) 10:00 AM Discuss and approve proposed ground water management resolution
    a) Don Terry, the manager for Burley Irrigation District, briefly reviewed a resolution he drafted supporting a public process to develop a comprehensive water management plan for the Eastern Snake Plain Aquifer (ESPA) and the Snake River System.
    b) To date, the three reservoirs for Cassia County are at 6%, 8%, and 8% capacity.

10:20 AM **Motion and Action:** Approve the proposed groundwater management resolution, Resolution no. 2026-017 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 10:22 AM Discuss audio and video capabilities of BoCC Chambers - IT Dept. and Clerk's Dept.
    a) Phase Four, the company responsible for the chambers' audio/visual system, is not responding to multiple attempts at contact. Devices are beginning to fail and causing trouble with audio in the chambers. Trouble shooting during meetings causing lapses in recording in both LMR and Zoom records.
    b) IT personnel don't have access to the software portion of program. They only have access to hardware and physical devices to help mitigate some of the problems that continue to appear and reappear more frequently.
    c) IT requested that a comprehensive quality audio/visual system be researched for the new building. Issues will continue to arise and be dealt with as they appear in the current chambers.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

18) 11:28 AM Proposed County building discussion
    a) The first floor is framed with plans to begin installing windows this week.
19) 11:30 AM Adjourn

11:31 AM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Cally Velasquez

FY2026

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **102% OF FISCAL YEAR ELAPSED**

*** UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .**

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,093,499.00	4,541,767.05	35,969.35	551,731.95	11%
0002 ROAD & BRIDGE	712,150.00	513,848.55	2,763.63	198,301.45	28%
0006 DISTRICT COURT	399,326.00	394,668.92	874.15	4,657.08	1%
0008 JUSTICE FUND	15,639,677.00	14,455,630.21	87,246.81	1,184,046.79	8%
0012 MISDEMEANOR PROBATION	1,390,000.00	1,331,164.94	1,461.12	58,835.06	4%
0013 911 COMMUNICATIONS	954,840.00	376,831.75	11,379.48	578,008.25	61%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	63,009.14	23,053.86	35,990.86	36%
0020 REVALUATION	468,000.00	421,619.08	228.05	46,380.92	10%
0025 WATERWAYS	84,000.00	20,477.63	1,355.09	63,522.37	76%
0027 NOXIOUS WEED & PEST	518,550.00	495,563.90	10,495.58	22,986.10	4%
0028 SNOWMOBILE	37,620.00	90,765.57	45.45	-53,145.57	-141% *
		Total Amount Paid	**174,872.57**		

STATE OF IDAHO
CASSIA COUNTY

WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS AVAILABLE FOR PAYMENT THEREOF IN THE COUNTY TREASURY.

APPROVED FOR DISTRIBUTION AS OF 10-13-2026

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Cally Velasquez
Signature
Cally Velásquez
Name
10/13/2026
Date
☒ Deputy Clerk ☐ Clerk of the Board

*** WARNING: This fund is over budget**

FY2027

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

3% OF FISCAL YEAR ELAPSED

*** UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .**

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,127,187.00	363,918.54	77,167.00	4,763,268.46	93%
0002 ROAD & BRIDGE	918,275.00	8,970.30	3,084.00	909,304.70	99%
0006 DISTRICT COURT	429,716.00	14,516.41	4,626.00	415,199.59	97%
0008 JUSTICE FUND	15,976,302.00	538,205.86	179,094.70	15,438,096.14	97%
0012 MISDEMEANOR PROBATION	1,057,670.00	40,322.71	13,108.00	1,017,347.29	96%
0018 CASSIA COUNTY FAIR	344,290.00	3,682.78	1,542.00	340,607.22	99%
0020 REVALUATION	475,300.00	20,346.75	7,710.00	454,953.25	96%
0027 NOXIOUS WEED & PEST	532,100.00	13,392.48	6,168.00	518,707.52	97%
0048 EMPLOYEE BENEFITS FUND	4,300,305.00	186,084.25	118,282.69	4,114,220.75	96%
		Total Amount Paid	**410,782.39**		

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CASSIA COUNTY

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APPROVED FOR DISTRIBUTION AS OF 10-13-2026

COMMISSIONER

COMMISSIONER

COMMISSIONER

Attest:

Cally Velásquez
Signature

Cally Velásquez
Name

10/13/2026
Date

☒ Deputy Clerk ☐ Clerk of the Board

*** WARNING: This fund is over budget**

Cassia County Commissioner Meeting

Attendance Log

Date: 10/13/2026

NAME (Please Print)	TOWN	REPRESENTING
1. Chuck Driscoll	Burley	VSO
2. Michael Ottley	Elba	CCNWC
3. Laura Gwenner	Burley	Treasurer
4. Mark Adams	" "	Assessor
5. Trevor Reno	Burley	Self
6. Ean Pigford	Burley	IT
7. Michelle Wallace	Burley	Auditors
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